

Expenses Recovery Policy

Category 1 expenses

Bordereau/insurance	Charged at cost
Case Advertising	As per advertisers/agents invoice
Courier	Charged at cost
Insolvency Services IVA registration fee (in relevant cases)	Charged at cost
Room hire	External room hire at cost
Land Registry/searches	As per Land Registry, agents or Companies House invoice
Postage	Based on current postal charges. All outgoing Circulars to be logged and recorded by case
Post re-direction	Charged at cost
Subsistence	If charged, at cost
Stationery	If charged, at cost
External Storage of Company Records	Charged at cost, currently £5.33 per box p.a.
Retrieval of Company Records	Charged at cost, currently £8.50 per box
Secure & Confidential Destruction of Company Records	Charged at cost, currently £4.50 per box

Category 2 expenses

PEM do not charge any category 2 expenses

Charge-out rates

In the event that the Officeholder is authorised to charge fees on a time costs basis, the current hourly rates, subject to periodic review, and chargeable in six minutes units are as follows:

a) Partner	£525.00
b) Director	£465.00
c) Manager	£350.00
d) Assistant Manager	£285.00
e) Administrators	£190 to £230
f) Insolvency Assistant	£137.00